

 <p>Policies and Procedures</p>	Number: 1404	Title: Accommodation Assistance Policy		
	Last Revision:	(NEW)		
	Effective:	July 27, 2017	Next Review:	July 27, 2019

Policy:

The accommodation assistance program is available to international students who are attending any of our international programs. This is an optional program that students may apply for. MTI Employees will find appropriate accommodations in Castlegar for students who apply based on the preferences expressed in the student's application form. Students who chose not to use the accommodation assistance program are responsible for arranging their own accommodations and must be aware that MTI has no involvement.

The accommodation assistance program includes:

- Homestay or hotel placement
- Castlegar airport pickup and drop off arrangement

All accommodations will be pre-screened by MTI and deemed suitable for student usage. Students are to fill out the **Accommodation Assistance application form** and pay the **non-refundable \$100 assistance fee**. Once the application has been submitted along with fees owing, MTI employees will match you with either a homestay family or hotel, based on preferences given in the application.

Rent is to be paid directly to the assigned homestay family or hotel.

Scope:

This policy applies to all international students training at MTI who are applying or considering applying for accommodation assistance.

Principles:

Fill out the Accommodation Assistance application form and submit it to MTI, accompanied by the non-refundable \$100 assistance fee. Your application will not be processed until the assistance fee is received by MTI. MTI employees will match you with an appropriate accommodation based on preferences given in the application form. MTI employees will send you information on the accommodation that you have been matched with, along with information on what to expect and how to behave during your stay. MTI will arrange pick up from the Castlegar airport upon your arrival and take you to your accommodation.

Rent fees are payable directly to the homestay or hotel you will be staying at. Please ensure that you have sufficient Canadian funds in cash available to pay on arrival. Some hotels will accept credit cards.

Each accommodation will have its own set of rules you are required to abide. If complaints are received regarding student behaviour, the student will receive a formal written warning for the first offence. If complaints continue, the student is subject to punishment, up to and including dismissal from the program.

Students must give written notice to both their accommodation provider and MTI at least 1 month before leaving. If notice is not given, you will be charged for an additional months rent. In the event of a health or safety issue, student will be moved to another accommodation without delay. In the event that students want to move for their own personal reasons, they are responsible for finding their own alternate accommodation.

Please note that we will endeavor to place students in the most suitable accommodation we have available. MTI cannot guarantee that all student preferences will be met.